



New Single-Family Home

SUBMITTAL CHECKLIST

City of Hayward Development Services Department

2013 Update

☐ **PLANNING DIVISION PRELIMINARY REVIEW**

Before preparing plans for a new single-family home, it is necessary to discuss the project with a City of Hayward planner to ensure the proposed dwelling will meet setback, lot coverage, building height, and other Zoning Ordinance requirements. The planner would also explain design criteria standards such as Design and Performance Standards and Hillside Design and Urban/Wildlife Interface Guidelines.

DRAWINGS

- ☐ Drawings for single-family homes must be prepared **by a licensed architect or engineer** if the following conditions apply: The house is 3 or more stories high or if the project consists of **5 or more dwelling units** on the same lot.

☐ **PROVIDE 8 COMPLETE SETS OF PLANS**

Drawings for single family homes shall be on paper not less than 24"x36". All sheets in the set must be the same size. In some cases, fewer sets are acceptable. Please confirm this with a Permit Technician prior to submittal. Call: **510-583-4140**

☐ **SOILS REPORT**

Provide 2 copies of a current soils report prepared by a geotechnical engineer.

☐ **TITLE SHEET**

Include a complete description of work, sheet index, applicable codes, designer's contact information and project location map. Include the square footage of any existing buildings on the property that will either remain or be demolished. Include an accurate square footage for the new building.

☐ **SITE PLAN**

Include the location of the building on property, north arrow, dimensions to property lines and topography of site.

☐ **PLANS, SECTIONS AND ELEVATIONS**

Provide floor plans at 1/4" per foot, elevations of each side of the building and at least one building section.

☐ **PLUMBING / MECHANICAL / ELECTRICAL DRAWINGS**

Provide electrical panel schedule, single line diagram and a load calculation for the building. Provide gas, waste and vent piping diagrams to demonstrate compliance with electrical, plumbing and mechanical codes.

☐ **T-24 ENERGY REPORT**

A T-24 Energy Report is required for new single family home. The T-24 report shall be incorporated in the set of drawings and submitted separately on at least 2 copies of 8.5"x 11" paper. **Hayward is in climate zone 3.**

☐ **CONSTRUCTION DETAILS**

Provide details as necessary to describe the method of construction for all building elements.

☐ **STRUCTURAL CALCULATIONS**

Provide at least 3 sets of stamped and signed structural calculations prepared by an engineer licensed in California. Include all manufactured truss designs in the submittal package for review.

☐ **CalGreen COMPLIANCE**

Provide clear documentation of compliance with the California Green Building Standards Code.

LOCAL REQUIREMENTS and ORDINANCES

The following are special ordinances that are specific to Hayward related to building construction:

☐ **NO PLASTIC PIPING**

The City of Hayward prohibits the use of plastic piping for gas, water supply, waste and vent applications. Only metal pipe (copper, cast iron etc.) are allowed for these uses.

☐ **GREEN BUILDING ORDINANCE**

New single-family and multi-family homes built in Hayward must undergo a third-party rating process called **Green Points Rating**. For more information on the specific points and project registration process, contact Build it Green through their website:

<http://www.builditgreen.org>

STEPS FOR COMPLIANCE WITH GREEN POINTS RATING REQUIREMENT

1. *Designer or builder establishes a contract with a Green Points Rater.*
2. *The rater works with designer to achieve Green Points measures in the project during the design phase and submits information to Build it Green for review.*
3. *The completed Green Points Checklist along with proof of registration shall be submitted to the City along with the drawings for review. The City will not plan check the Green Points measures, but will review only the normal building code and zoning issues.*
4. *The rater conducts field inspections at various stages of construction and submits the results to Build it Green to earn the rating certificate.*
5. *A copy of the Green Points Rating Certificate must be given to the City of Hayward building inspector prior to final inspection before the building can be occupied.*

COSTS FOR MEETING THE GREEN POINTS RATING REQUIREMENT

Fees for Green Points Rating process are not paid to the City. All fees are paid directly to Build it Green and the third-party Green Points Rater. Their fees are subject to changes and are based on the contract established between the rater and the owner.

Budget at least \$2,000 for the entire Green Points Rating process when planning the project.

SPRINKLERS

With the adoption of the California Residential Code, all newly built dwellings require sprinklers.

- ☐ Contact the Hayward Fire Prevention Office to verify specific sprinkler design requirements for new single-family homes.

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

The demolition of existing structures on a site will require a J number from the Bay Area Air Quality Management District: **(415)-749-4762**.

- ☐ Bring a **J Number** or notice of exemption for the proposed demolition at time of submittal of the demo permit.

PERMIT FEES and TAXES: *Verify fee amounts in each category to determine the overall cost of project.*

- ☐ **BUILDING PERMIT FEES** *(Plan Check portion is due at time of submittal, inspection fees due at time of permit issuance)*

All new homes involve building permit fees. The fees are based on the square footage of the work. All sub-permits (plumbing, mechanical and electrical) are included in the fees. To get an estimate of the **building permit fees**, contact a City of Hayward Permit Technician: **510-583-4140**. Make sure you have a complete description of the scope of work and the square footages in order to get an accurate estimate.

- ☐ **FIRE DEPARTMENT** *(Due at time of permit issuance)*

Some single family homes require a review by the Fire department based on their location in the City. To determine if a Fire Department plan check applies to your project and to get an estimate on the fees, contact the **Hayward Fire Prevention** office at: **510-583-4920**

- ☐ **UTILITY CONNECTION FEES - Water and Sewer.** *(Due at final inspection)*

New single-family homes will owe utility connection fees for water and sewer. To get an estimate on the fees, contact the **Public Works Department**: **510-583-4727**.

- ☐ **BUILDING CONSTRUCTION AND IMPROVEMENT TAX (Article 8)**

Each single-family dwelling with less than 1,500 square feet of habitable area: \$600. Each single-family dwelling with more than 1,500 square feet of habitable area: \$750.

- ☐ **SUPPLEMENTAL BUILDING CONSTRUCTION AND IMPROVEMENT TAX (Article 15)**

New single family homes are subject to a one-time tax of \$1,200 per unit.

- ☐ **PARK DEDICATION FEES** *(Due prior to certificate of occupancy)*

All new single family homes are required to pay this one-time tax of \$11,953 for each detached unit. For more information on the park dedication fee, contact a City of Hayward Planner.

- ☐ **SCHOOL DISTRICT FEES** *(Due at time of permit issuance)*

The Hayward Unified School District taxes new square footage of habitable space. To verify if your project will owe school fees, contact the Hayward Unified School District at: **510-784-2600**

- ☐ **FEE DEFERRAL PROGRAM**

Payment of both the Supplemental Tax and the Park Dedication fees may be deferred to the close of escrow for speculative projects. To learn more about this process and to find out if your project is eligible, contact the Senior Permit Technician at: **510-583-4176**

PROJECT APPROVAL TIMELINE

- **FIRST SUBMITTAL:** The review period for the first submittal is 25 business days.
- **RE-SUBMITTAL:** The re-submittal review period is 10 business days.
- **PERMIT ISSUANCE:** After the plans are approved and the building permit is paid, the permit will be issued to either the owner or a licensed contractor. If the project is multi-unit or not owner occupied, the permit will only be issued to a licensed contractor.

TECHNICAL DESIGN CRITERIA

<p><u>Climate Zone:</u> 3</p> <p><u>Seismic Design Category:</u> D₂</p> <p><u>Basic Wind Speed:</u> 85 MPH w/3 Second Gusts</p> <p><u>Possibility of Termite Damage:</u> Very Heavy</p> <p><u>Weathering and Frost:</u> Negligible</p> <p><u>Ground Snow Load:</u> 0</p> <p><u>Rain:</u> 1.5 inches per hour and 26.3 inches yearly</p>	<p><u>Applicable Codes:</u></p> <p>2010 California Residential Code</p> <p>2010 California Green Building Standards Code</p> <p>2010 California Plumbing Code</p> <p>2010 California Mechanical Code</p> <p>2010 California Electrical Code</p> <p>2008 California Energy Code</p> <p><i>All Applicable City of Hayward Codes and Ordinances</i></p>
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